

# AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submission must be unclassified and typewritten, and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

## PART A: Identifying Information

1. Enter the Fiscal Year that this report covers.

2. Identify the Department, Independent agency or Establishment that is covered by this report.

3. Enter the name, title, address, phone, fax, and email address of the Senior Agency Official (as defined in EO 12958, as amended, Section 5.4(d)) responsible for this report.

4. Enter the name, title, phone, fax, and email address for the point-of-contact responsible for answering questions about this report.

## PART B: Officials with Original Classification Authority

5. Enter the number of agency officials whose **highest level** of original classification authority is **TOP SECRET**.

6. Enter the number of agency officials whose **highest level** of original classification authority is **SECRET**.

7. Enter the number of agency officials whose **highest level** of original classification authority is **CONFIDENTIAL**.

8. **Total** number of officials with original classification authority. (Sum of blocks 5, 6, & 7)

## PART C: Original Classification Decisions

Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by, produced by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories found in section 1.4 of EO 12958, as amended; and, (4) unauthorized disclosure could reasonably be expected to result in the damage to the national security. [Provide information only on classification decisions contained in finished products for dissemination or retention, regardless of the media. Do not count reproductions or copies.]

9. Enter the number of **original TOP SECRET** classification decisions made during the reporting period with **declassification instructions of 10 years or less**.

10. Enter the number of **original TOP SECRET** classification decisions made during the reporting period with **declassification instructions ranging from over 10 years to 25 years**.

11. **Total** number of **TOP SECRET** original classification decisions. (Sum of blocks 9 & 10)

12. Enter the number of **original SECRET** classification decisions made during the reporting period with **declassification instructions of 10 years or less**.

13. Enter the number of **original SECRET** classification decisions made during the reporting period with **declassification instructions ranging from over 10 years to 25 years**.

14. **Total** number of **SECRET** original classification decisions. (Sum of blocks 12 & 13)

15. Enter the number of **original CONFIDENTIAL** classification decisions made during the reporting period with **declassification instructions of 10 years or less**.

16. Enter the number of **original CONFIDENTIAL** classification decisions made during the reporting period with **declassification instructions ranging from over 10 years to 25 years**.

17. **Total** number of **CONFIDENTIAL** original classification decisions. (Sum of blocks 15 & 16)

18. **Total** number of original classification decisions. (Sum of blocks 11, 14, & 17)

## PART D: Derivative Classification Decisions

Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is **already classified**. This includes classification based on classification guides or other source documents. [Provide information only on derivative classification decisions contained in finished products for dissemination or retention, regardless of the media. Do not count reproductions or copies.]

19. Enter the number of **derivative TOP SECRET** classifications during the reporting period.

20. Enter the number of **derivative SECRET** classifications during the reporting period.

21. Enter the number of **derivative CONFIDENTIAL** classifications during the reporting period.

22. **Total** number of derivative classification decisions. (Sum of blocks 19, 20, & 21)

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## PART E: Mandatory Declassification Review Requests and Appeals

A "request" is an individual review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request. Report **only** requests for your agency in which **your agency is responsible for the final decision**. Please provide an explanation in Part I below where the number of requests or appeals carried forward between reporting periods changes.

23. Enter the number of **requests carried over** from the **previous** reporting period.

24. Enter the number of **new requests** received **during** the reporting period.

25. Enter the number of **requests carried over** to the **next** reporting period.

26. Enter the number of **appeals carried over** from the **previous** reporting period.

27. Enter the number of **new appeals** received **during** the reporting period.

28. Enter the number of **appeals carried over** to the **next** reporting period.

## PART F: Mandatory Declassification Review Decisions in Pages

29. Enter the number of **requested pages** that were declassified **in full**.

30. Enter the number of **requested pages** that were declassified **in part**.

31. Enter the number of **requested pages** that were **denied** declassification.

32. **Total** number of **requested pages** acted on. (Sum of blocks 29, 30, and 31)

33. Enter the number of **appealed pages** that were declassified **in full**.

34. Enter the number of **appealed pages** that were declassified **in part**.

35. Enter the number of **appealed pages** that were **denied** declassification.

36. **Total** number of **appealed pages** acted on. (Sum of blocks 33, 34, and 35)

## PART G: Automatic Declassification and Systematic Review

37. Enter the number of pages reviewed during the reporting period that were subject to declassification under Sections 3.3 & 3.4, EO12958, as amended.

38. Enter the number of pages **declassified** under sections 3.3 & 3.4, EO12958, as amended

## PART H: Internal Agency Oversight

39. Enter the number of inspections, surveys, or program reviews, covering any aspect of the security classification program, completed during the reporting period.

40. Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified. (See EO 12958 as amended, Section 1.8)

## PART I: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an additional attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.